

I P C S B

I N D I A N A P R O F E S S I O N A L S T A N D A R D S B O A R D

TO: Members, Indiana Professional Standards Board

FROM: Roy Weaver, Chair
Teacher Education Committee

Date: March 20, 2002

RE: Minutes of January 17, 2002 Meeting

Members Present: Roy Weaver, Carole Craig, Sharon Pitcock, Callie Marksberry, Steve Holtrop,
Pat Swails, Judy Briganti, Marilyn Watkins, Ena Shelley (arrived after lunch)

Staff Present: Judy Miller

Others Present: None

I. Consultations with representatives of education stakeholders: None

II. Review of Draft Rules (Action Item)

Rule 3 – The committee clarified the following issues

- i. Since June 30, 2002 the receipt date (pg 2 of rule) is a Sunday, receipt at IPSB offices should occur no later than July 1, 2002 at 5:00 p.m.
- ii. Review of the Unit Assessment System (UAS) for programs scheduled for Fall 2002, NCATE visits is optional.
- iii. There was concern that the UAS review will happen before every NCATE visit, or only once before the next scheduled NCATE visit. Committee agreed that this will happen before each NCATE visit and not just once.
- iv. It was determined that mentioning the Educational Testing Service by name in the rule was appropriate given the content to the rule which follows that section.
- v. Callie Marksberry moved and Steve Holtrop seconded the motion to accept the rule with the suggested revisions and recommend its passage to the Executive Committee and the Board.

Rule 4 – Judy Miller will share the version from the January 14, 2002 with the group electronically. They will respond to her directly with any suggested changes.

III. Unit Assessment Review Plan

A. Roy Weaver reviewed the Committee tasks –

- Develop the checklist for the clerical review by staff
- Develop the core questions for the interview of the unit representatives
- Review the plan

The following issues were raised:

1. Are the seven Core Criteria the questions? Focus is on formative and peer review. The group conducting the review will formulate specific questions after having read the responses to the criteria.
2. Pg. 2 of the UAS Review Plan -- "Afternoon discussion"-- change 'designated manager' to 'with the unit head and any designated representatives; " remove 'managers' from statement.
3. II. D. of UAS Review Plan -- Replace 'written report' with "Executive Summary will be submitted within 30 days to TEC and institution."

B. Committee discussed developing timelines based on Draft Rule 3 and Chart of NCATE reviews used as a basis. Marilyn Watkins moved and Pat Swails seconded a motion that UAS reviews would be voluntary for institutions scheduled for Fall 2002 NCATE visits, but that they should be offered the opportunity if requested. Institutions with Spring 2003 NCATE visits would be invited to pilot the process and give feedback to TEC on the process, and that the review would be required for all institutions beginning with those scheduled for Fall, 2003 NCATE/IPSB accreditation visits. Unanimously passed.

C. Steve Holtrop assumed responsibility for drafting the Core Questions and get back to Mary Glenn within a week. They will work to bring a revised draft to the next meeting. The basis for the questions will be the criteria on the pink sheets. The questions from the continuing visits of NCATE may also serve as a resource. The questions could change every five years.

D. The group determined that the questions related to Transition to Teaching Programs would evolve as the programs were developed.

IV. Approval of Continuing Accreditation (Action Item)

In the past, TEC had access to the materials including the report and the rejoinder. The committee requests that this be available in the future.

- Hanover College--moved for accreditation by Judy Briganti, seconded by Pat Swails. Unanimously passed.
- Anderson University
 - Callie Marksberry moved to delay decision until after UAB meets. Seconded by Sharon Pitcock. Unanimously passed.

V. Program Approval

A. Committee wants to require that the unit must show how any new program integrates with the UAS be included. Judy Briganti moved and Callie Marsberry seconded that experimental guidelines be changed to reflect the current status with UAS approval and that no annual reporting requirement be included. Unanimously passed. Marilyn Watkins volunteered to edit the previous Experimental Program Approval documents to reflect the changes. Staff can work on procedural issues.

B. The next issue related to the grandfathering of current experimental programs. -Steve Holtrop moved that existing experimental programs be included in institution's UAS and no longer need to be listed as experimental and that those affected institutions should be notified as soon as official action is taken by the Board. Sharon Pitcock seconded. Unanimously passed.

C. Steve Holtrop moved and Pat Swails seconded a motion that the moratorium on new programs be lifted. Unanimously passed.

Note: The committee agreed to keep the December and May dates for program submission but may revisit this issue in the future.

D. Steve Holtrop moved and Carole Craig seconded a motion that once a unit has submitted its UAS that the institution would then be eligible to submit an application for a new program to the TEC. Unanimously passed.

Note: The committee understands that in the event a member has a conflict of interest, she/he will be exempted from the discussion.

VI. Institutional Session – January 25, 2001- Staff reviewed the current and future plans with the committee.

- T-to-T Guidelines
- UAS Implementation
- Judy Briganti moved that the September session be reconsidered and that the TEC be involved in the planning of future sessions in working with IACTE. Carol Craig seconded the motion. Unanimously passed.
- The committee raised the issue of traveling for just a two hour session, when in some cases attendees are driving longer than the length of meeting. The committee asks that this issue be raised in the meeting evaluation forms for January 25, 2002.

VII. October 1st Reports- Staff reported and committee agrees that submission dates should be in line with NCATE.

VIII. UAS Report Format

Pat Swails moved that October UAS reports from institutions be discontinued after July 1, 2002. Seconded by Steve Holtrop. It should be understood that institutions still submit annual reports to NCATE/IPSB. Unanimously passed.

IX. TEC Charge - The committee discussed the following aspects of its charge:

- a. Propose rules for program approval and accreditation
- b. Recommend the process and the guidelines that should be used for programs that prepare educational professionals for P-12 schools
- c. Communicate in a clear and timely manner with constituent groups, for example
- d. Recommend program approval
- e. Recommend accreditation of preparation programs.
- f. Facilitate formative review of Unit Assessment System
- g. Annually review the IACTE/NCATE, Title II and Transition to Teaching reports

Carol Craig moved to accept the charge as outlined above, and Marilyn Watkins seconded. Unanimously passed.

X. Long Term Planning for TEC

The committee decided that this would be an issue for future meetings

XI. Other

- Task Force Proposal on the web page- postponed until after documents are revised.
- Future TEC meeting schedule – see below
- The committee asks that its actions today be communicated quickly to IACTE by staff.

XII. Meeting adjourned 2:45 p.m.

NEXT MEETING: Friday, March 8th
10:00 am
IPSB BOARD ROOM